



## IT ASSET INVENTORY – Phase II

### *What's New in Phase II?*

Mass Updates ♦ New Data Elements ♦ Updated Data Elements

### Mass Updates

- ♦ **Staging Area** – You can now do multiple uploads to the Staging Area. With each upload, existing asset data in the Staging Area is wiped out and replaced with the data you are uploading.
- ♦ **Unique IDs**
  - Hardware assets are uniquely identified by four data elements: (1) Agency No, (2) Manufacturer Name, (3) Asset Category, and (4) Serial Number.
  - Software assets are uniquely identified by the Software Asset ID, which is system-generated and appears on extract files.
- ♦ **Production Area Uniqueness** - Upon moving assets to the Production Area, if the system determines—based on the Unique ID—that the asset already exists in Production, the Production Area asset is replaced by the Staging Area asset.
- ♦ **Staging Area Uniqueness** - When uploading assets to the Staging Area, the system identifies non-unique assets from your spreadsheet and gives you the ability to resolve the duplicates. If an asset is determined to be duplicated in Staging update, it is not eligible for moving to the Production Area.

### New Data Elements

| HW Data Element Added        | Description  | SW Data Element Added    | Description  |
|------------------------------|--|--------------------------|--|
| Grant Number                 | The grant number used to purchase the asset, if any.   | Service Ind.             | Same as the Service Ind. for hardware:<br><br>Y=In Service<br>N=Not in service<br>S=Surplused/Disposed of<br>R=Returned/Transferred<br>D=Deleted<br>E=Excess |
| Cost Reporting Req'd?        |  | Cost Reporting Req'd?    |  |
| Useful Life in Months        | Required if Cost Reporting Req'd = Yes.  | Useful Life in Months    |  |
| Warranty Expiration Date     | The date the asset's warranty expires.   | Federally Funded?        |  |
| Federal/State Contract #     | Federal/State Contract # used to purchase the asset  | Grant Number             | The grant number used to purchase the asset.   |
| Asset Custodian – First Name | First name of the asset custodian – person to whom PC is assigned, or in the case of transient personnel, that person's manager. | Software Asset ID        | New unique identifier generated by the system. You do not enter this value.  |
| Asset Custodian – Last Name  | Last name of the asset custodian   | Warranty Expiration Date |  |
| Asset Custodian – Email      | Email of the asset custodian   | Federal/State Contract # |  |
| Agency Use Field             | To be used by your agency as you see fit.  | Agency Use Field         | To be used by your agency as you see fit   |
| In-Service Date              | The date the asset was placed  |                          |  |

| HW Data Element Added | Description                                     | SW Data Element Added | Description |
|-----------------------|---|-----------------------|-------------|
|                       | in service.                                     |                       |             |
| Disposal/Surplus Date | The date the asset was disposed of or surplusd. |                       |             |

## Updated Data Elements

| HW Data Element Updated | Description  | SW Data Element Updated | Description  |
|-------------------------|--|-------------------------|--|
| Manufacturer Name       | Now you can pick from a standardized list.   | Manufacturer Name       | Now you can pick from a standardized list.   |
| Equip Type              | Now you can pick from a standardized list.   | Vendor Name             | Now you can pick from a standardized list. It is recommended you use this list to help us achieve consistency in data, but you may still enter a custom value.   |
| Serial Number           | Serial number is now a required field, as it is a member of a group of data elements that uniquely identify a hardware asset.  | Ownership Ind.          | Previously, just Yes or No.<br>Expanded to include:<br><b>V</b> = VITA<br><b>A</b> = Agency (VITA supports)<br><b>F</b> = Feds (Agency/ VITA supports)<br><b>P</b> = Private (vendor owned and supported like seat management)<br><b>O</b> = Other |
| Vendor Name             | Now you can pick from a standardized list.   |                         |  |
| Maint. Vendor Name.     | Now you can pick from a standardized list.   |                         |  |
| Service Ind.            | Previously, just Yes or No.<br>Expanded to include:<br><b>Y</b> =In Service<br><b>N</b> =Not in service<br><b>S</b> =Surplused/Disposed of<br><b>R</b> =Returned/Transferred<br><b>D</b> =Deleted<br><b>E</b> =Excess                              |                         |  |
| Working Order Ind.      | Previously, just Yes or No.<br>Expanded to include:<br><b>Y</b> =Good working condition<br><b>N</b> =Ready for replacement<br><b>U</b> =Usable on restricted basis<br><b>R</b> =In repair  |                         |  |
| Ownership Ind.          | Previously, just Yes or No.<br>Expanded to include:<br><b>V</b> = VITA<br><b>A</b> = Agency (VITA supports)<br><b>F</b> = Feds (Agency/ VITA supports)<br><b>P</b> = Private (vendor owned and supported like seat management)<br><b>O</b> = Other |                         |  |